

WASHINGTON STATE OBEDIENCE TRAINING CLUB
STANDING RULES
November 2019

Introduction

1. STANDING RULES are those motions which establish a policy of the Club which is valid until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into, new or amended By-Laws. The purpose of these standing rules is to aid in the function and effectiveness of the club.
2. Any reference in these Standing Rules to members applies to both Full and Associate Members unless specifically designated Full Member or Associate Member. Full or Associate members may chair a committee.
3. The Board of Directors has the power to establish standing rules. The date in parenthesis following a Standing Rule denotes the date of the meeting at which such action was taken. Undated rules were passed prior to 1991. (2/96)
4. If a Standing Rule has been overlooked in your opinion, please contact the Secretary (to verify the date of the membership meeting at which the motion in question was passed) and then forward this information to the Board of Directors for action. All of the foregoing material, along with the Amended Articles of Incorporation, By-Laws, and the Membership Roster should comprise your WSOTC notebook and can be found on the WSOTC website.

**WASHINGTON STATE OBEDIENCE TRAINING CLUB
STANDING RULES**

1. Meetings will be conducted generally by “Roberts Rules of Order” when not in direct conflict with our By-Laws.
2. Membership meetings of the Club will be held in the Greater Seattle, WA area (1/07) or at a place designated by the Board. (3/06)
3. Where the term “member in good standing” is used in the By-Laws or in the Standing Rules, the following meaning shall apply: A member is considered in good standing when:
 - a. Dues are paid for the current year.
 - b. The member is not under suspension or expulsion from AKC.
4. Any copy submitted in the name of the WSOTC, Inc. to any national publication must be submitted to the Board of Directors for prior approval.
5. It shall be the policy of WSOTC to not distribute, sell, or make available their membership lists for advertising or solicitation purposes.
6. WSOTC shall not accept advertising or solicitations for non-club obedience training classes in any of its official communications, print or electronic.
7. The use of the WSOTC emblem medallions shall be restricted to the Club AKC

licensed trial and tests, for members' annual awards, and for special gifts or presentations. Any excess medallions will be kept in the possession of the Secretary. Authorization for the use of the medallions for special gifts or presentations shall come from the Board of Directors.(11/06)

8. It is the policy of this Corporation that the Corporate name shall not be employed for reasons other than authorized Corporation business in any public media without prior approval of the Board. Valid personal identification as a past or current member or officer of the Corporation is not considered to be a violation of this policy. (4/92)

9. Any official correspondence mailed to AKC shall be sent by certified mail, with return receipt requested.

10. The Secretary shall send motions from the Board that deal with changes to the Standing Rules to the Canine Post.

11. A \$100 donation to honor the memory of any deceased member shall be sent to a charity designated by the family of the deceased. If no charity is designated, a \$100 donation will be determined by the board. The Hearts and Flowers chair shall send a card notifying the family of the honorees. (5/01) A list of the previous year's honorees shall be published in the January Canine Post. (11/00)

12. WSOTC does not accept advertising on our website or Facebook page. (6/18)

FINANCES

1. No donation or contribution of \$101.00 or more may be approved at the same meeting it is requested. It must be received and voted at the following membership meeting.

2. Annual charitable donation from excess funds will be made only at the end of the fiscal year.

3. The Treasurer will submit a semi-annual financial report as of December 31 and an annual report as of June 30 each year. (1/96)

4. All money received by any Club member on behalf of the Club shall be turned over promptly to the Treasurer, who shall promptly deposit it in the Club checking account with supporting documentation.

5. All Brag Box money will be put in the general fund account with documentation of donor/s.

6. Committee Chairs must submit a budget to the board.

(a) All budgets are to be presented 90 days prior to Obedience/Rally Trials, Agility Trials, Tracking Tests and Seminars. (11/19) Expenditures needed prior to budget approval must be submitted to the board.

(b)All Event Chairs/Committees shall submit a financial report within 45 days after the event. (11/19)

7. All budgets for Club events/trials/tests are to be submitted to the Board for its recommendation either for or against approval, prior to the submission of the budget at the membership meeting. Copies of the proposed budget are to be provided for each Board member. The committee chair or their designee shall be present at the Board or membership meeting at which their budget is voted.

8. Any travel reimbursement to a member is based only on the current allowable mileage rate. It must be for travel only in their personal vehicle; must be applied for on the "Check Request Form", and in the approved manner. Mileage expenses are to be allowed only if they are included as a line item in the approved budget for the specific event.

9. Trial fee reimbursements shall be issued by the Treasurer, without need of Board or membership approval, upon receipt of the completed check request from submitted by the respective Chairman or trial secretary.

10. (a). The Treasurer is authorized to pay regular recurring bills such as the WSOTC phone bill, web page, rent for the storage areas, meeting rooms, licenses, taxes and tax preparation.

(b). Unless otherwise specifically authorized by the Board, only the Treasurer may use the Club's Credit Card to pay charges to the Club. Copies of bills or receipts must be attached to a check request form along with a notation initialed by the treasurer that the bill was paid with the credit card.

11. The Club will reimburse the Club AKC Delegate for travel and hotel expenses incurred while attending the Delegate meeting in an amount not to exceed \$300 per meeting.(7/18)

12. REGISTERED AGENT: The Treasurer is designated as our Registered Agent with the State of Washington.

INSURANCE

1. The Insurance Advisor will advise the Corporation on all matters pertaining to insurance.

2. Any contracts to be signed by committee chairpersons on behalf of WSOTC shall be referred to the Insurance Chairperson. A copy of the contract shall be maintained in a file by the Insurance Chairperson.

COMMITTEES:

Standing committees shall be appointed by the Board, and shall expire at the end of the fiscal year unless specifically renewed.

I. AUDIT / BUDGET COMMITTEE: In July of each year, the Board shall appoint an Audit/Budget Committee. Membership shall consist of one Board member and two non-board members, not to include more than one member of the same household or the present Treasurer. (5/99)

1. The Committee shall audit the Club books at the end of each fiscal year.
2. The Audit/Budget Committee is also responsible for preparation of the yearly budget for presentation to the membership at the August or September general membership meeting of the Corporation. (7/04) It is the responsibility of the Committee to review the assets of the preceding year's financial report and prepare the following year's budget so that the necessary expenses, funds, and objectives of the Corporation may be properly realized.

II. CANINE POST COMMITTEE: The Canine Post Committee shall organize, prepare, and publish items of general importance and news to the members of the Corporation. The Chairman of the Canine Post Committee is the editor of the Canine Post and will be responsible as far as is possible for the authenticity, accuracy, and freedom from bias, discrimination, and prejudice of the material contained therein. It is the responsibility of each officer, committee chairman, and individual member to provide material to the committee for inclusion in the Canine Post.

III. CLUB AWARDS COMMITTEE: This Committee has the responsibility for accumulating the information for the WSOTC Awards.

Awards presented by the Corporation may include Individual Plaque Awards; Perpetual Honor Plaques for titles earned for UD, UDX, OTCH, MX, MXJ, MACH, CT, TDX, VST, RAE; Top Dog Award; and the Club's Personal Achievement Trophy (Louis Prince Award) all to be awarded at the February general meeting.

Rules Governing the Awards Committee:

The Club will pay for the engraving of the Individual Plaque Awards, the Perpetual Honor Plaques, the Club Personal Achievement Award and the Top Dog Awards provided the qualifications for each award has been met.

1. Individual Plaque awards

These awards recognize dogs who have earned AKC Obedience, Rally, Tracking and/or Agility titles during the year.

Requirements:

- Member (full or associate) in good standing
- Dues paid for the year
- Must have earned an AKC title during the previous calendar year
- Titles must be received while the owner and/or handler/trainer is a member of WSOTC
- Dog must be owned or co-owned by a WSOTC member
- Dog must be trained and/or shown by a WSOTC member
- Members applying must have acquired four (4) club participation points during the year. Participation points are earned by:

- a. attendance at at least one general membership meeting (one point each) during the year
- b. providing service (1 point each) ex. chairing or working on a committee, serve on the board, volunteer at event

A plaque will be awarded for the first title earned. For each additional title earned, an engraved plate (ready to attach to the plaque) with the title will be awarded.

The plaque will be of wood, 4" x 6" in size. On each plaque will be a Club emblem medallion and engraving plate with the dog's registered name. (6/01)

The plaque will be engraved with the dog's registered name at the Club's expense, with selection of the engraver subject to Board approval.(6/01)

A 1" x 4" engraving plate will be engraved with the abbreviated title & year at the Club's expense, with selection of the engraver subject to Board approval.

Individual plaque award rules and application will be published in the Canine Post October and November issues. Applications will also be available from the Awards Committee and on the website.

2. Perpetual Honor Plaques

These awards recognize the dog/handler teams earning the advanced AKC titles of UD, Preferred UD, UDX, Preferred UDX, OTCH, Preferred OTCH, MX, PMX, MXJ, PMXJ, MACH, PMACH, CT, TDX, VST, RAE, RACH (2/19)during the year.

Requirements:

- Member (full or associate) in good standing
- Dues paid for the year
- Dog earning titles is owned or co-owned by the applying WSOTC member
- Dog was trained and/or shown by applying WSOTC member
- Dog must have earned the title in the year

The Honor Plaques will be given to the recipient of the appropriate title and kept in his/her home for the remainder of the year. If more than one dog achieves the title, the possession of the plaque will be split for the year so that each winner may have possession in his/her home.

3.Top Dog Awards.

A Top Dog Award will be presented to the top Novice, Open and Utility dog.

The Top Dog Award will be presented to the member who has obtained the highest three-score average during the year in Novice A or B, Open A or B, and Utility A or B at any AKC licensed trial. In the case of a tie, the dog with the greater number of High in Trials or higher placements will be presented the award. There will be a Top Dog Award for Novice, Open and For Utility.

Requirements:

- The individual owning and exhibiting the dog must be a WSOTC member in good standing when the scores are earned.
- Dues paid for the year
- Dog must be owned or co-owned by a WSOTC member
- Dog must be trained and/or shown by a WSOTC member
- Scores can be earned at any AKC licensed obedience trial.
- Only qualifying scores will be considered
- The member must file his/her record with the Awards chairperson by January 12 of the following year.

The following information must be included in the application:

- a. Name of dog trial club
 - b. date of trial
 - c. class entered
 - d. score
 - e. placement if applicable
 - f. High in Trial if applicable
- Score must be earned in the calendar year for which the award is being applied.
 - Score must be earned in the regular classes (Nov A or B, Open A or B, Utility A or B).
 - Score must be earned by Dec. 31st of the year for which the award is being applied.

The awards chair will be authorized to present an item which can be engraved with the dog's name and class with a cost not to exceed \$50.00. (2/19) A 1"x4" engraving plate with Top Dog, class and the year for the member's Individual Plaque will also be presented.

These trophies shall be awarded at the February membership meeting.

4. Personal Achievement Trophy:

The general membership shall submit by January 31 a written nomination of the Club's Personal Achievement Trophy (Louis Prince Award) considering service to the Club, general attitude and conduct, and personal achievement. Nominations shall include the names and reasons for the nomination. At the February Board meeting each year, in executive session only, the President will appoint the Board members present as a committee to elect the recipient by secret ballot (ties to be broken by the President) with the President tallying the results and confidentiality giving the the name plus the ballots to the Awards Chairman, who will have the trophy engraved, masked, and present at the February membership meeting for presentation by the President.

IV. EXHIBITION COMMITTEE: The Exhibition Committee is responsible for the organization, selection, and presentation of individual and group personal appearances and/or demonstrations presented in the name of the Corporation, except as specifically assigned otherwise.

V. CARDS AND FLOWERS CHAIRPERSON: This committee position will assign hostess duties, send flowers to sick members, and perform other social amenities on behalf of the Corporation.

VI. MAILING-PRINTING COMMITTEE CHAIR: This committee position shall be responsible only to the elected officers and their duly appointed committee chairmen, committee and event chairs, or others as specifically authorized by the Board, and shall act on their request.

VII. MEMBERSHIP Chairperson: responsible for all duties and information regarding membership application and records.

Life Membership:

1. Beginning in 1993, WSOTC will no longer add new Life Members. However, the organization will continue to acknowledge long-term cumulative memberships beginning at twenty years (and every five years thereafter) at the February meeting each year. This acknowledgement will include presentation of appropriate certificates honoring the commitment of the individuals involved as well as recognition in the Canine Post.
2. Current Life Members will continue in their present designation; however, each will be asked to pay, voluntarily and at their own discretion, a maintenance fee equal to one-half of the current dues to cover Club costs for such items as the Canine Post, etc.
3. Current Life Members will be considered associate members unless otherwise requested and they may, at their own request, be dropped from the roster if they no longer maintain an interest in the organization. (4/92)

PROPERTIES COMMITTEE: The Properties Committee is responsible for all Club property.

1. WSOTC will not rent any Club equipment except by prior approval by the Board.
2. Tracking equipment (flags) rentals shall be charged as follows: A full TD - \$25.00, a less than full TD (e.g., specialties) - \$15.00, a full TDX - \$25.00, and a combined test - \$25.00. Rental contracts are required. (9/98)

VIII. OBEDIENCE MATCH COMMITTEE:

1. The Sanctioned Obedience Match Committee responsibilities include organization, coordination, and the supervision of the AKC Sanctioned Obedience/Rally Matches held by the Corporation.
 - a. The Sanctioned Match Committee is authorized to pay expenses for out-of-town judges who judge at WSOTC Sanctioned Matches.
2. AKC C matches may be held as fund raisers and for training purposes.
3. All AKC registered Canine Partners, All American/PAL dogs are allowed to participate in WSOTC events. (2/19)

IX. SEMINAR COMMITTEE: The seminar committee shall arrange for a dog training workshop or seminar to be sponsored by WSOTC.

1. The committee shall solicit possible seminar presenters from the general membership.

2. The committee shall be responsible for all contact with the presenter and shall seek approval of the board before signing any contracts.

X. SOCIAL COMMITTEE: This committee shall arrange for social functions as they seem desirable to the membership.

XI. SPECIAL COMMITTEES: These committees are formed whenever the Club develops a need not covered by one of the established standing committees. Special committee positions shall be reappointed as needed at the end of the year. The current Special Committees are as follows:

1. CANINE LEGISLATION: The Canine Legislation Committee will represent the Club and work with organizations and individuals committed to opposing the adoption of restrictive breeding and/or spaying/neutering ordinances. The committee will develop and present to the membership for approval, plans to coordinate with interested groups and individuals, including the AKC, to develop and implement lobbying and public support activities and to enlist the aid of individual Club members and others as may be appropriate. Progress reports and recommendations will be presented periodically as appropriate.

2. DONATIONS: The Donations Committee shall be responsible for the investigation and recommendation of recipients of WSOTC excess fund donations.

a. When funds are available the board shall appoint a committee consisting of three members.

3. PUBLIC EDUCATION: The purpose of the Public Education Committee shall be to promote and facilitate the education of the general public and WSOTC members in such areas as pet owner responsibility, pet care and welfare, and canine behavior.

4. TRIAL LOCATION: The Trial Location Chairman shall be responsible for finding and securing locations for WSOTC Trials. The Chairman shall notify the Board of Directors prior to any departure from the use of traditional locations and deal with the trial location personnel.

5. SPECIAL TROPHY: The Special Trophy Chairman shall be responsible for ordering, packaging, and mailing trophies for First place in Novice A to AKC all-breed clubs giving shows in the Greater Puget Sound area, and to any breed clubs that request them. This shall be done at the beginning of each calendar year, to include all obedience trials for the coming year.

XII. TRACKING Committee

The Tracking Coordination Chairperson shall support and mentor those interested in the sport of tracking and assist and coordinate Occasional Events and WSOTC Tracking Test tracking events held by WSOTC assuring these events are not held on the same

day as any other WSOTC event. NOTE that it is WSOTC's policy that all AKC registered Canine Partners, All American/PAL dogs are allowed to participate in the Club events. (2/19)

1. Occasional Events include sanctioned tracking test matches, training sessions, and seminars.
2. The Committee must present these events to the Board and membership for approval.
 - a. Specific to a SANCTIONED TRACKING MATCH - Assuring the adherence to the AKC Match Regulations – Chapter 8 SANCTIONED TRACKING TESTS and WSOTC Tracking Test Events
 - b. Assist test chairs and secretaries with test registration, test venues, test premiums / entry forms, test catalog, and judges books.
3. Test budget allowable losses are as follows:
 - a. Tracking Test (TD) \$300
 - b. Tracking Test Excellent (TDX) \$600
4. WSOTC Workers Draw Program
 - a. Any person who works a WSOTC Tracking Test is eligible for this program, regardless of WSOTC affiliation.
 - b. WSOTC events tests Secretaries, Chairpersons, Judges, Tracklayers, and primary x-track layers will receive one draw preference for working one test.
 - c. Food providers, Drivers, Secondary x-track layers will receive 1/2 draw preference per day worked. Example: A driver that works only Sunday will get 1/2 a draw preference. If they also work Sat, they get a full preference. Hence they can earn a full preference OR a half preference in a weekend.
 - d. No more than 1 full draw preference can be earned per test, for the 1 day standard tracking tests.
 - e. Up to 2 full draw preferences can be earned for the 2 day, 12 dog TDX test, if the worker works all 4 days of the test. No worker can earn more than a 1/2 preference each day. Examples: A tracklayer who lays track on both Saturday and Sunday can earn 2 preferences. The Chairperson and Secretary earn 2 preferences. A Driver who drives 3 days of the 4 days, will earn 1 and 1/2 preference. A tracklayer who works Saturday only, and also fills in as a secondary cross track layer on Saturday, earns 1 preference. A driver who drives cross-tracklayers and also serves as the secondary cross track layer on the same day, can only earn 1/2 preference.
 - f. Certification Process: A draw preference certificate will be given to each WSOTC worker to be used at their discretion in any WSOTC event that offers a worker draw. It will take 1 draw preference or 2 half preferences to get into the worker draw. The certificates are given out by the Test Chairperson of the test the worker worked. A standard certificate will be used by all chairpersons. The Equipment Chairperson will provide the certificate blanks with the rest of the equipment to the Chairperson. The certificates must be sent into the appropriate event secretary with their entry.
 - i. A certificate is non-transferable to another person. It can only be used on an entry of a dog owned, co-owned, or handled by the person to whom it was issued.
 - ii. A Certificate can only be used once.
 - iii. Certificates are good for five years from issuance date.

g. If there are not enough entries to require a draw, then the worker gets in the test and there is no worker draw required - the certificate is returned to the worker. If there is a draw, and the worker entry does not get drawn into the test, the certificate does not get returned.

h. If there are more entries for a test than tracks being offered, the draw will be conducted as follows: The worker draw will be conducted before the general draw from the nonworker entries. The only entries in the initial draw pool (worker draw) are the ones submitted with worker certifications. The tracks set aside for the worker draw will be drawn. After the designated number of set aside tracks are drawn, the remaining entries are put into the draw pool with the remaining worker entries and the draw for the remaining tracks is completed as it has always been done.

Worker certifications do not get preference for positions on the alternate list.

XIII. TRIAL COMMITTEE

It shall be the responsibility of the Trial Chairman to organize, coordinate, and execute all matters pertaining to the obedience trial and to appoint an Obedience Trial Committee as needed. NOTE that it is WSOTC's policy that all AKC registered Canine Partners, All American/PAL dogs are allowed to participate in WSOTC events. (2/19)

1. The succeeding Trial Chairman shall be appointed at the October meeting and shall function through the following trial. (3/98)

2. Obedience Trial Chairmen are allowed revolving funds.

a. Spring Trial budget allowable loss is limited to \$2000 per trial or \$4000 for back to back trials (11/15).

b. Any additional trial must be budgeted for no loss. (11/15)

3. The Trial Committee is permitted to use paid advertising promoting the trials by advertising in show catalogs and some dog magazines.

4. The Trial Committee shall prepare a slate of judges for the trial to be recommended to the membership for its approval. The vote shall be by secret ballot. The ballots are to be printed and prepared in advance by the Trial Committee. Each judge must be approved by a simple majority vote. Ballots shall be tabulated immediately following the voting and results will not be announced but will simply be filed with the trial chair.

5. Trophies must be picked up at the Trial by the winner or his/her representative and this requirement shall be printed in the catalog.

6. Hospitality offered to any of our trial judges will be offered to their spouses as well.

7. No person providing one on one contact for Judges Hospitality and/or Judges Transportation shall enter or exhibit a dog in any Regular or Optional Titling obedience or rally classes, excluding team (11/99), at WSOTC Obedience Trials. (10/99)(9/17)

8. Trophies:

a. The Trial Committee may accept from any individual, club, business, or organization special trophies such as High Scoring Dog in Trial or Highest Scoring Dog of a specific breed.

b. Any trophy donation that is not awarded at the trial for any reason may be picked up by the donor at the trial. If it is not picked up by the donor, it becomes the property of WSOTC and may be used as the club designates. (4/02)

XIV. AGILITY TRIAL COMMITTEE: It shall be the responsibility of the Agility Trial

Chairman or its designee to organize, coordinate, and execute all matters pertaining to the Agility Trial and to appoint an Agility Trial Committee as needed. (8/00) NOTE that it is WSOTC's policy that all AKC registered Canine Partners, All American/PAL dogs are allowed to participate in WSOTC events. (2/19)

1. The Club Secretary will mail all copies of official correspondence received from AKC concerning the Agility Trial to the Chairman.
2. The winner or his representative must pick up trophies and prizes at the Trial and this requirement shall be printed in the catalog.
3. The Hospitality offered to any of our trial judges will be offered to their spouses as well.
4. Hospitality (lunch) shall be offered to all workers, both Club and non Club members, at the Trial.

XV. Variable Surface Tracking (VST) Committee (6/06)

The chairman of this committee shall organize, coordinate and execute all matters pertaining to the test and appoint the committee as needed. NOTE it is WSOTC's policy that all AKC registered Canine Partner, All American/PAL dogs are allowed to participate in WSOTC events. (2/19)

1. Any test site not already approved by the American Kennel Club (AKC) as suitable for VST Tests requires site and aerial maps of the location be submitted to the AKC Companion Events Department, Attention Tracking Field Representative, stating the number of planned tracks for the site (s).
2. The Club will hold VST Test(s) at a budgeted loss not to exceed \$700 per test.
3. No VST Test shall be held on the same weekend as any other nontracking club event.
4. WSOTC will refund the entry fee to any confirmed entry that does not participate in the test provided the Test Secretary is notified prior to the day of the test and provided an alternate participates in the test as a result of the withdrawal. Alternates who do not participate in the test will have their entry fee refunded.
5. A check for NSF shall not be considered a valid entry. A charge will be made for any check returned NSF.
6. Only ONE AKC entry form will be accepted for each dog entered in any one WSOTC VST Test. Each individual entry must be accompanied by one check for the entry fee for that dog. This statement will appear in the premium list for WSOTC VST tests.